



In/Out-Processing (IOP) Section Out-Processing Briefing

Please view all slides

Our mission is to provide sustainable installation support and services for Soldiers, Families, and the military community that meets current and future mission requirements, promotes community well-being and enhances the natural environment

Out-Processing Briefing



Purpose

IAW AR 600-8-101, Para 3-2c(1)

The out-processing program supports implementation of the *Army's debt management program*. No Soldier owing debts to the U.S. Government or its instrumentalities will be cleared for departure until either the debts are paid or the Soldier's unit commander and the local finance officer are notified. (See AR 600-15.)

IAW Policy Memo USAG-HI-58

All Schofield Barracks, Wheeler Army Air Field, Ft. Shafter and Camp Smith Soldiers who are within 30 days of the Avail (Availability) Date for PCS or Reporting Date for Transition as indicated on the back page of the PCS/Separation Order, **must complete an Out-Processing Briefing.**

Chapter separations, intra-post transfers, and AGR Soldiers must visit the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, for out-processing instructions.



Out-Processing Briefing



Instructions

- **IAW FRAGO 02 to OPORD 12-065**

Prior to issuance of the Installation Clearance Record (DA Form 137-2), Soldiers will complete the Total Army Sponsorship Program (TASP) Out-processing Sponsorship Survey and the electronic Sponsorship Application and Training (eSAT). *(Soldiers transitioning from service will not complete the Sponsorship Survey or eSAT.)*

- **TASP Out-Processing Sponsorship Survey link:**

<https://www.research.net/s/outprocess>

- **eSAT link:** <http://apps.mhf.dod.mil/esat>

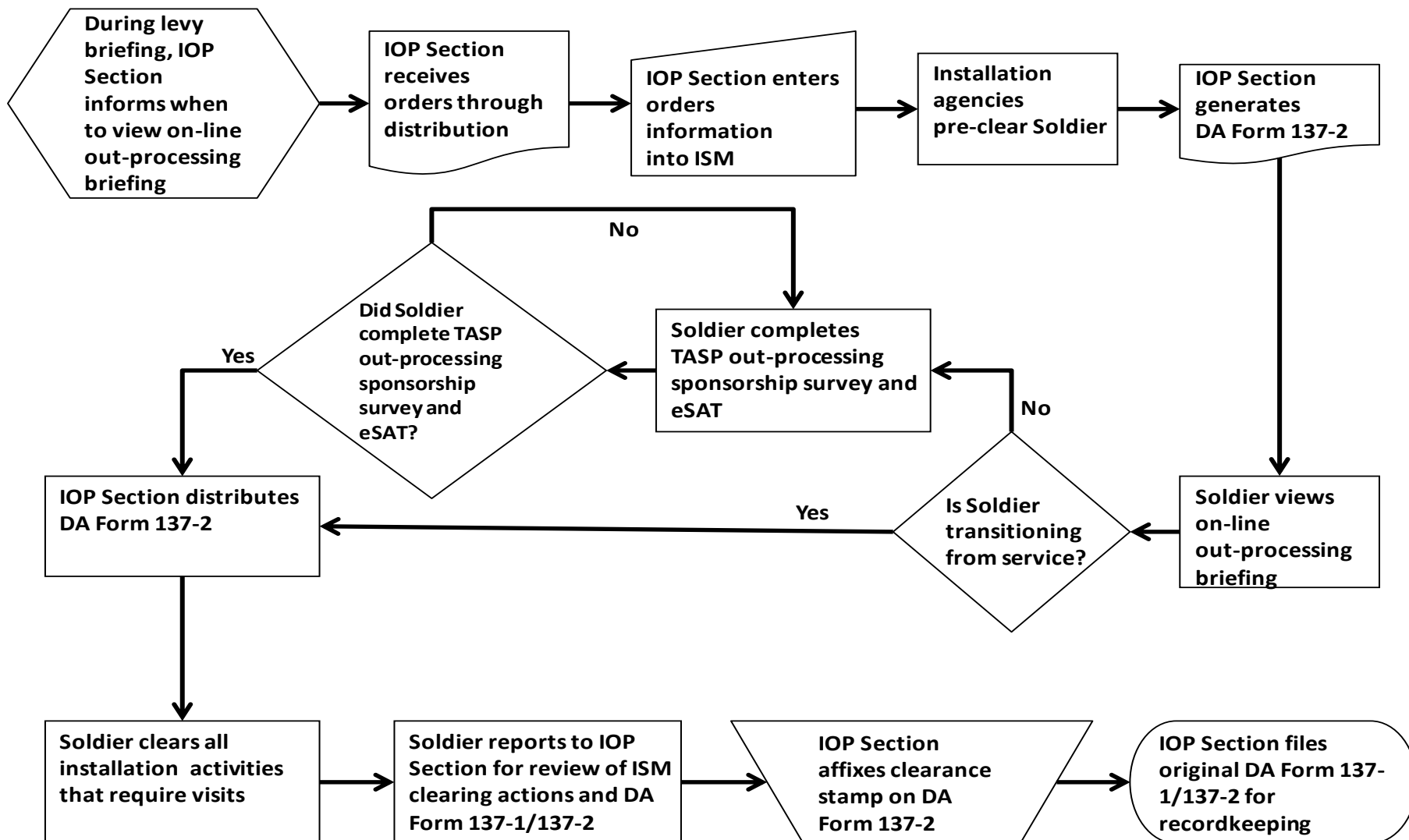
Out-Processing Briefing



Instructions (cont'd)

- Clearing Papers will be ready for pickup at the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, based on Avail date as indicated on [2012](#) or [2013](#) pickup date roster. TIME IS ALWAYS 1200. Please call 655-1272 with any questions.
- **DO NOT go to the agency if there is a typed name in column 13, DA Form 137-2, Installation Clearance Record**
- **Bring your orders, DA Form 137-2 and ID Card** when clearing installation agencies
- All Soldiers must be in **military uniform** while clearing the installation

Out-Processing Process Map





Out-Processing Briefing



Maps

For Installation Agency Locations at:

- **Schofield Barracks**

<https://www.intelink.gov/go/B7yZlu>

- **Ft Shafter**

<http://goo.gl/maps/zQ7e>



Out-Processing Briefing

CAC/ID Cards



Location: Soldiers Support Center, Bldg 750, Rm 103, 673 Ayers Ave, Schofield Barracks

Tel: 655-1272

Hours of Operation: M-F 0730-1530 (Closed Thursdays 1130-1600)

- If your **CAC card** will be expiring prior to your PCS or your separation date, see your Brigade S1 to get another card made.
- If your dependents need an updated **ID Card**, make an appointment at: <https://rapids-appointments.dmdc.osd.mil> and bring **two forms of identification, one of which must include a current photograph**. Documents that can be used for positive personal identification are as follows: Driver's license or ID issued by a state or outlying U.S. Commonwealth or possession; ID card issued by federal, state, or local government agencies or entities; School ID card with photograph; Voter's Registration Card; U.S. Military ID card; U.S. Passport; Certificate of U.S. Citizenship; Certificate of Naturalization. For those younger than 18, the following are acceptable: School Record or Report Card; Clinic, doctor or hospital record; Day-care or nursery school record.

Out-Processing Briefing



CIF

Location: Bldg 2070, 540 Humphrey Rd, Schofield Barracks

Tel: 655-9876/1223

Hours of Operation: M-Th 0900-1500, Fri 0900-1400

(Appointment required for turn-ins)

- Soldier should report to the CIF to schedule an appointment. The following items are required for scheduling an appointment:
 - ✓ 3 copies of orders
 - ✓ 3 copies of DA Form 4187 (personnel action reflecting duty status change)
 - ✓ 3 copies of the Commander's memorandum to start the clearing process early
- Upon arriving at the CIF, Soldier will be given a copy of the clothing record to identify all items that are required for turning in for clearance
- If Soldier is unable to make the initial scheduled appointment, Soldier is required to reschedule by calling CIF



Out-Processing Briefing

Transportation Office



Location: Soldiers Support Center, Bldg 750, Rm 140, 670 Ayers Ave, Schofield Barracks

Tel: 655-8963

Hours of Operation: 0700-1600

Appointment Required



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Housing

	Inspection	Clearance	Request TLA Memorandum from Post Housing	
On Post Family Housing	Contact assigned Community Center to schedule pre/final inspection	Assigned Community Center	PCS Orders Flight Itinerary DA Form 31 (Leave Form) Termination Letter	0-10 days (On post housing or UPH must be terminated prior to start of TLA)
BOQ	Contact Unaccompanied Personnel Housing (UPH) 655-7390 for inspection	UPH Office		
Off Post	N/A	<u>Schofield</u> Housing Services Office (HSO), 655-3074/5, Bldg 950, 215 Duck Road. <u>Ft. Shafter</u> Housing Services Office (HSO), 438-6198, Bldg 1004, 111 7th Street	PCS Orders Flight Itinerary DA Form 31 (Leave Form) DD Form 1299 (Household Goods Shipment)	0-10 days (Household goods must be picked up prior to start of TLA)
UPH Barracks Management Office	Barracks Management Office within footprint to schedule pre/final inspection	Barracks Management Office within Footprint	N/A	N/A



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Barracks Management Office

<u>Barracks Management Office (BMO)</u>	<u>BMO Phone Number</u>
<u>2nd SBCT (SB, Bldg 586)</u>	<u>655-9414/9422</u>
<u>3rd IBCT (SB, Bldg 586)</u>	<u>655-9415/9416</u>
<u>8th TSC North (SB, Bldg 881)</u>	<u>655-9404/9437</u>
<u>8th TSC South (FS, Bldg 502)</u>	<u>438-4609</u>
<u>CAB (WAAF, Bldg 840)</u>	<u>656-3376/3377/3379</u>
<u>500th MI</u>	<u>655-6088/6102</u>
<u>HHBN 25th</u>	<u>655-6379/1274</u>



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Medical Facility

For Schofield Barracks Soldiers:

Location: Bldg 679, Glennan Rd, Schofield Barracks

Tel: 433-8200

Hours of Operation: M-F: 0700-1600 (Closed 1200-1300 for lunch)

For Ft Shafter Soldiers:

Location: Tripler Army Medical Center, Medical Records,
Mountainside, 4G-Rm 716

Tel: 433-6122

Hours of Operation: M-F: 0700-1600 (Closed 1200-1300 for lunch)

- Please start medical out-processing 2 weeks prior to final clearance date



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Dental Facility

For Schofield Barracks Soldiers:

Location: Bldg 660, McCornack Rd, Schofield Barracks

Tel: 433-6825

Hours of Operation: M-F 0715-1615

For Ft Shafter Soldiers:

Location: Tripler Army Medical Center, Dental Clinic, 1st Floor,
D-Wing

Tel: 433-6825

Hours of Operation: M-F 0715-1615

- You need to pick up *Dental Records* at the Dental Facility

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Library

Schofield Library

Location: Bldg 560, 1st Floor, 1336 Kolekole Ave

Tel: 655-8002

Hours of Operation: M-Tu 1100-2000, Wed-Sat 1000-1800, Closed Sundays

Fort Shafter Library

Location: Bldg 650, 181 Chapplear Rd

Tel: 438-9521

Hours of Operation: M-Th 1000-1800, Fri-Sun 1000-1600

- Soldiers may clear at any post library
- Library will clear Soldier on-line unless Soldier has any checkouts or overdue account



Out-Processing Briefing



Education Center

For Schofield Barracks Soldiers:

Location: Bldg 560, 2nd Floor, 1336 Kolekole Ave

Tel: 655-0800/0805

Hours of Operation: M-F 0800-1700

For Ft Shafter Soldiers:

Location: Bldg 102, 1 Jarrett White Rd, Tripler Army Medical Center

Tel: 433-4184

Hours of Operation: M-F 0800-1630

- Education Center will clear Soldiers (PCS only) on-line unless Soldiers owe money, have missing grade, or have no GoArmyEd account.



Out-Processing Briefing



Child & Youth School Services Registration Office

Schofield Barracks

Location: Bldg 1283, 241 Hewitt St

Tel: 655-5314/8380

Hours of Operation: M-F 0730-1700 (Walk-Ins 0730-1100)

Aliamanu Military Reserve (AMR)

Location: Bldg. 1782

Tel: 833-5393

Hours of Operation: 0800-1700 (Walk-Ins 0800-1100)

- This clearance required only for Soldiers who have child(ren)
- Soldiers may clear at either location



Out-Processing Briefing



Child & Youth School Services Registration Office (Cont'd)

CYSS Programs	Required Document(s) for clearance (available on Garrison DHR Out-Processing webpage) * Separate forms required for each child *	Turn-in forms at:
Public School	Student Withdrawal Procedures for Out-Processing Form (School personnel must sign/stamp form)	Child, Youth & School Services Registration Office (CYSS) at either Schofield Barracks or AMR
	Student Non-Withdrawal Procedures for Out-Processing Form (School personnel must sign/stamp form)	
CDC	CYSS Child Care Withdrawal Procedures for Out Processing Form (Child Care Facility Personnel must sign form)	
SAS		
FCC		
Sports		
SKIESUnlimited		
Homeschool	Contact school your child should have attended and inform them of your PCS date	
Private school/homeschool and did not use any CYSS programs	Soldiers whose children did not utilize CYSS and did not attend a public school require no paperwork	



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Outdoor Recreation Center



Schofield Barracks

Location: Bldg 2110, 435 Ulrich Way, Schofield Barracks,

Tel: 655-0143

Hours of Operation: 0830-1730, Tuesday–Saturday

Aliamanu Military Reserve (AMR)

Location: AMR Fitness Center

Tel: 836-0338

Hours of Operation: 0600-2100, Monday-Friday

- Soldiers may clear at either location



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Training Aids Support Center (TASC)

Location: Bldg 1052, McMahon Rd, Schofield Barracks
Tel: 655-4424
Hours of Operation: M-F 0800-1130/1230-1630



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Army Community Services (ACS) Army Emergency Relief (AER)

Schofield Barracks

Location: Bldg 2091, Kolekole Ave

Tel: 655-4227

Hours of Operation: M-F 0730-1630

Ft. Shafter

Location: Bldg S330, Aloha Center, Rm 111

Tel: 438-9285

Hours of Operation: M-F 0730-1530

- Either location will clear Soldier on-line unless a balance is due then Soldier must clear at Schofield Barracks location



Out-Processing Briefing

Exceptional Family Member Program (EFMP)



Location: Tripler Army Medical Center, Oceanside, 7th floor

Tel: 433-4441

Hours of Operation: M-F 0730-1600

- ACS Office will clear Soldier if no EFMP family members
- Call to see if EFMP record is updated
- To update EFMP records, get doctor to complete Family Member Medical Summary (DD Form 2792) and take to EFMP Office. Form is at:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf>



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USAG-HI Installation Security Office

Location: Bldg 580 (Division HQ), Room 125 (Left Side Entrance), Kolekole Ave, Schofield Barracks

Tel: 655-8879

Hours of Operation: M-F 0830-1630

- Soldiers under MEDCOM, NETCOM, INSCOM, USACE, SIGNAL: 307th ITSB, & MI UNITS: 500th MI, 205th MI, 715th MI
– Report to your unit S2 for Security Office signature



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Installation Property Book Office (PBO)

Location: Bldg 6041, 1950 Higgins Rd, East Range Area

Tel: 656-1586/0818/1644

Hours of Operation: M-F 0700-1630 (Closed 1100-1300)

- No requirement to clear PBO if E5 or below and do not have a hand receipt



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Provost Marshal Office



Schofield Barracks Police Station:

Location: Bldg 3010, Lyman Rd

Tel: 655-4688

Hours of Operation: M-F 1230-1600

Ft. Shafter Police Station:

Location: Bldg T118, Palm Circle

Tel: 438-7114

Hours of Operation: 24 hours



Out-Processing Briefing



Military Pay

For Soldiers Assigned to Schofield Barracks

125th Finance Management - Military Pay Out-Processing

	PCS	ETS, Retirement, Chapter	Advance DLA (cannot be paid more than 30 days prior to departure)	Advance Travel	Advance Pay (up to one month's pay)	TLA upon departure
Processing Location	Ayers Ave, Bldg 750, Tel: 655-0094/0095 Operating Hours: 0900-1600 Closed on Thursday				219 Glennan Rd, Bldg 689 Tel: 655-1244	
When to submit (minimum # of days prior to leaving Hawaii)	10 days	10 days	30 days	30 days	30 days	10 days (can submit w/ prepaid lodging receipt 4 days prior to departure)
DD137-2 (Clearing paper)	1 copy	1 copy				
Order (1-sided)	1 copy	3 copies	1 copy	1 copy	1 copy	1 copy
DA 31 (Leave Form)	1 copy	3 copies	1 copy	1 copy	1 copy	1 copy
Flight Itinerary (for you and family)		1 copy	1 copy	1 copy		1 copy
LES (Leave and Earning)					1 copy	
TLA Memorandum from Post Housing						1 copy
Paid Receipt (Itemized by day and dates must correspond to TLA Memorandum above)						1 copy
Statement of Non Availability (SNA)	SNA is only needed if Service Member did not stay at the Schofield Inn. Without an SNA, you will be reimbursed up to the Schofield Inn rate.					1 copy

All documentation must be submitted with amendment if applicable.

POC: Ms. Cathy Villamor



Out-Processing Briefing



Military Pay

For Soldiers Assigned to Ft Shafter

Defense Military Pay Office, Ft Shafter

Location: Aloha Center, Bldg S-330, Montgomery Rd

Tel: 438-9804/1569/3958/3959/1621

Hours of Operation: M-F 0730-1530

Appointment Required

Documentation Required:

- ✓ PCS Orders (w/amendments) - 3 copies
 - ✓ DA 31, Leave Form – 3 copies
 - ✓ Flight Itinerary for Service Member and all dependents – 3 copies
 - ✓ TLA Authorization Memo – 2 copies
 - ✓ Installation Clearing Papers (Must clear CIF prior to Finance)
-
- May request Advance Dislocation Allowance (DLA), Advance Travel, and Advance Pay
 - Out-processing TLA settlements need Itemized Lodging receipts showing paid in full



Out-Processing Briefing



Final Clearance

- You must have the following documents in order to out-process the installation with IOP Section:
 - ✓ Installation clearing papers (DA Form 137-2) - Complete with all signatures
 - ✓ Unit clearing papers (DA Form 137-1) – Complete with all signatures or stamps as required
- YOUR FINAL OUT DATE IS LOCATED ON PAGE 2 OF YOUR CLEARING PAPERS. TIME IS ALWAYS 1500.
- Please call 655-1272 with any questions.

Out-Processing Briefing



END OF BRIEF

INSTALLATION MANAGEMENT COMMAND



“Sustain, Support and Defend”